

# RETRIEVING YOUR "ENTRY TICKET" TO eVA VIRTUAL INSTRUCTOR LED TRAINING

## STEP ONE: EARN YOUR ENTRY TICKET

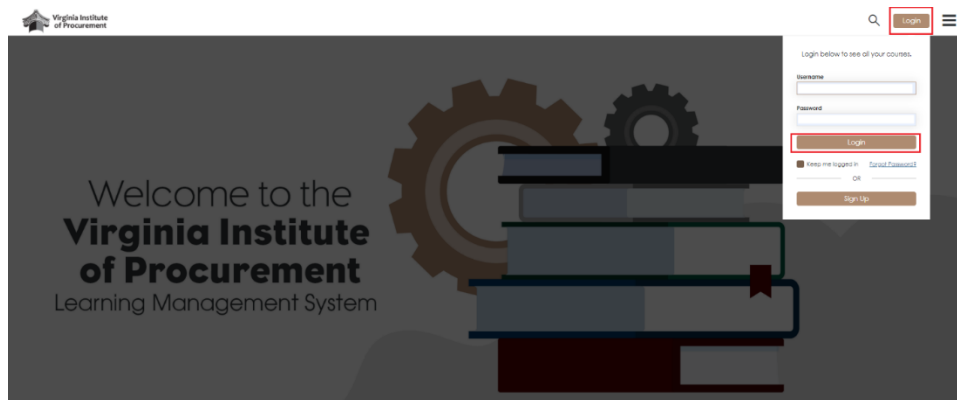
1. When you complete an item in the eVA training program which unlocks an associated Virtual Instructor Led Training item, you will receive an "Entry Ticket" for that item. This Entry Ticket will serve as proof to the authorized eVA trainer at your agency/entity that you have completed all the requirements for attendance in the Virtual Instructor Led Training (VILT). Entry tickets look like the sample below with a space for the eVA trainer to validate when you have taken the VILT.



2. When you complete an item with an associated VILT, you will receive an email detailing your next steps. Receipt of this email will tell you that it is time to retrieve your ticket. Once you have completed the item and received the email, you are all set to move on to STEP TWO. If you have completed an item with an "Assessment" within a Learning Pathway and did not receive an email, be sure to contact the LMS help desk at [absorb@dgs.virginia.gov](mailto:absorb@dgs.virginia.gov) for assistance.

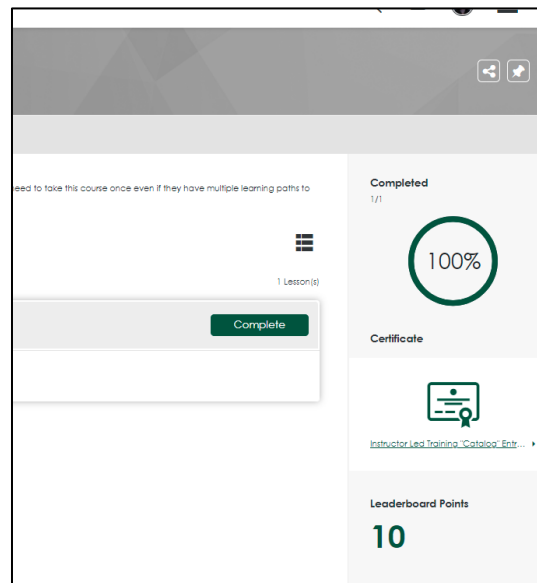
## STEP TWO: ACCESS YOUR ACCOUNT

1. Navigate to: <https://vip.myabsorb.com/> and log in to your account in the VIP Learning Management System using your Username (your email address) and Password credentials.



## STEP THREE: LOCATE AND SEND YOUR "ENTRY TICKETS" FOR VALIDATION

1. You may find your ticket in the "Certificate" section of the associated self-paced course in the VIP LMS (for example, "Catalog" Entry Tickets can be viewed in the "Catalog" self-paced course). You may also find it listed in your "Transcript" for download. See the screenshots below for a look at how these tickets may appear. **Your entry ticket has an expiration date of 6 months from the date of issue.** Should more than 6 months pass before you are able to complete the Instructor Led Training component of this pathway, you will need to retake the associated self-paced training and assessment in order to be issued a new ticket.



Certificates				Certificate is expired
Course Title	Valid From	Expires	View	
Forum 2019 - Certification Checklist	November 15, 2019 2:41 PM		Download	
Instructor Led Training "Catalog" Entry Ticket	November 18, 2021 10:03 AM	May 18, 2022 11:03 AM	Download	
NIGP: Enabling Regulations & Compliance	May 11, 2021 8:46 AM		Download	
Summit 2020: COVID-19: The State Lab's Role in Fighting a Global Pandemic	November 4, 2020 3:07 PM		Download	
Summit 2020: How to Score a Touchdown in Small Purchases	November 25, 2020 8:32 AM		Download	

2. Send your ticket to the eVA trainer at your agency/entity. Contact your agency/entity's eVA trainer once you have your entry ticket in order to find out how they'd prefer you to send it to them. In order to find out who your trainer will be for the Virtual Instructor-Led Training (VILT) courses, please contact your supervisor or procurement manager at your agency/entity.
3. Once you have successfully completed the VILT item, your eVA trainer will sign off on your attendance on your entry ticket and return it to you. If you or your eVA trainer loses your initial entry ticket, you can retrieve a new copy from your LMS transcript at any time if the ticket is still valid. If you lose your signed entry ticket before turning it back in to the VIP LMS, your eVA trainer will need to sign a new copy.